

Getting started

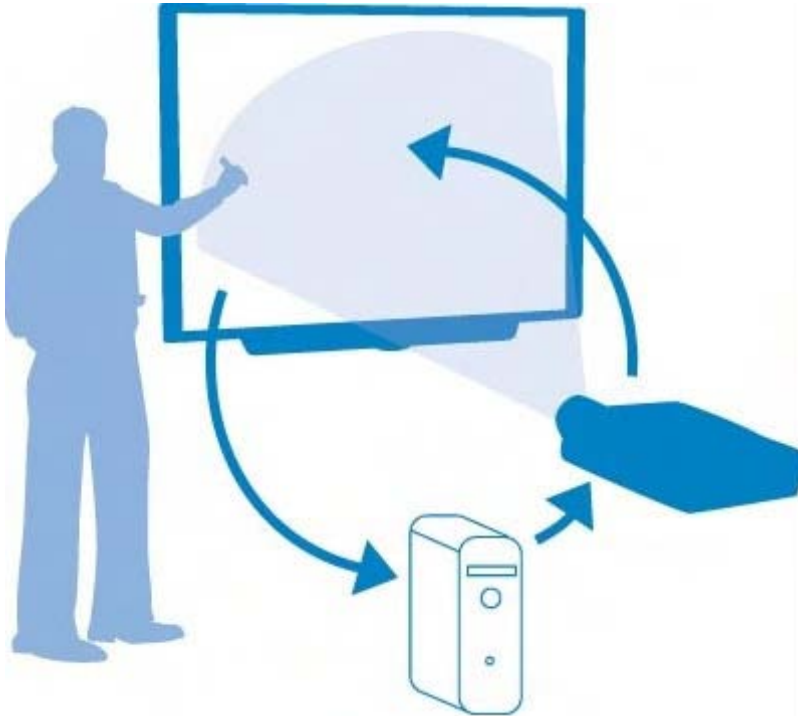
How does the SMART Board interactive whiteboard work?

The SMART Board™ interactive whiteboard is very easy to use. If you can use a computer, you can use an interactive whiteboard.

The touch-sensitive display connects to your computer and projector to show your computer image. You can control applications from the display with your finger, write notes in digital ink and save your work to share later.

How does the SMART Board interactive whiteboard work?

The SMART Board interactive whiteboard is touch sensitive and operates as part of a system that includes a computer and a projector.



- The computer sends an image of an application to the projector
- The projector casts the image onto the interactive whiteboard
- The interactive whiteboard acts as both the monitor and input device, allowing you to control an application by simply touching the interactive whiteboard

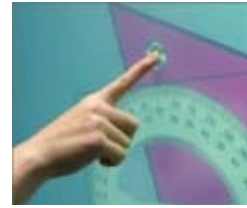
It may help you to think of your interactive whiteboard the same way you think of your mouse or keyboard – it is an input device that enables you to control applications on your computer.

Safety tips

- You and your students should never look directly at the light beam from the projector. You (and your students) should always take a step (or even two) sideways before turning to face the class.
- Tell your students not to touch the projector, as it can become extremely hot during normal operation
- Don't use a chair to increase a student's reach. If your students can't reach the top of the interactive whiteboard, lower it. You may need to remount a wall-mounted unit to a lower position. If your interactive whiteboard is mounted on a floor stand, lower it with the help of another adult.
- Tell students not to run in the vicinity of the floor stand, as they may trip over the floor stand's feet

Your finger is your mouse

You can control applications on your computer from the interactive whiteboard. A press with your finger on a SMART Board interactive whiteboard is the same as a click with your mouse. You open an application the same way you do on your desktop computer, but instead of using your mouse to select and open files, just press or double-press the application icon with your finger.



Orienting the interactive whiteboard will ensure the cursor is aligned with your finger press.

The SMART Pen Tray

The SMART Pen Tray consists of four color-coded slots for pen tools and one slot for the eraser. Each slot has an optical sensor to identify when the pen tools and eraser have been picked up. You can write with the pen tool or with your finger, as long as a pen slot is empty. The technology in the pen tray is smart enough to know which tool was removed from its slot most recently. If you remove the eraser from its slot while you are still holding a pen tool, the pen tray will assume you want to erase. The lights above the tool slots indicate which tool was removed last.



The pen-tray buttons

The pen tray has at least two pen-tray buttons. One button is used to launch the On-Screen Keyboard. The second button is used to make your next touch on the interactive whiteboard a right-click. Some interactive whiteboards have a third button. The third button is used to access the Help Center quickly.



Pen-tray buttons

The pen tools

The SMART Board interactive whiteboard comes with four pen tools, which are black, red, green and blue, and one eraser. Although you do not need to use the pen tools to write on your interactive whiteboard, they do make writing more intuitive. Pick up a pen tool from the SMART Pen Tray and begin writing. To erase your digital ink, remove the eraser from the pen tray and move it in a smooth motion over your notes. The notes will disappear.

The On-Screen Keyboard

This on-screen, virtual keyboard eliminates the need for an attached physical keyboard, as you can use its many views to enter typed text. There are several available keyboard views, including the Classic, Write, Simple, Simple Capitals, Number Pad and Shortcut view.

To open the keyboard, press the **SMART Board** icon in the notification area and select **Keyboard**. Alternatively, press the **Keyboard** button on your SMART Board interactive whiteboard pen tray.



Type or edit text in any application without leaving the interactive whiteboard.

Press the **Keyboard** button on the pen tray to launch the On-Screen Keyboard.

Classic view

Press the virtual keys to type text, then press the **Send** button to place the text into the active dialog box or application. You can type into any application, whether it's Ink Aware or not.



You can use the keyboard to complete online forms or to enter text in any application.

Contact technical support

* Required fields

First name *

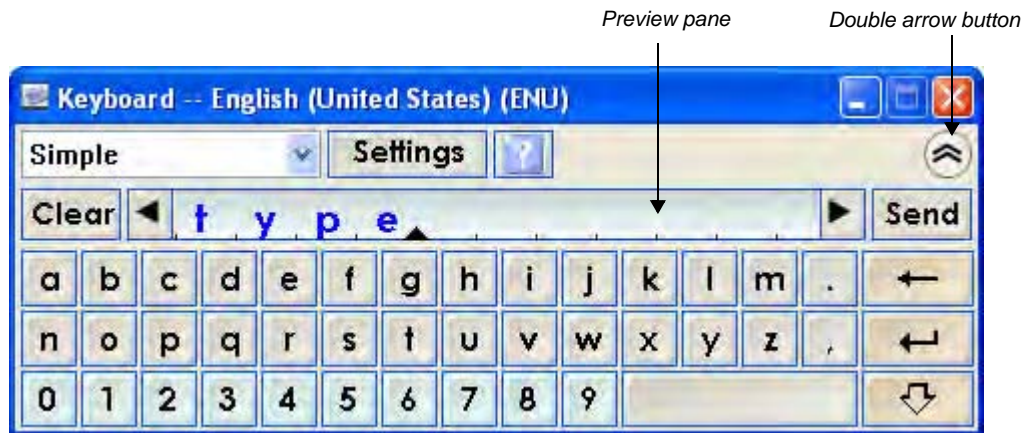
Last name *

Phone *

Please include country code and/or area code

Preview pane

Press the double-arrow button to open the preview pane. When the preview pane is open, you can type an entire word or sentence before sending any information to an application. When you are finished typing, pressing the **Send** button will send your text to the active application.



Simple views

Teachers who are teaching students who are just learning the alphabet, or who are not yet familiar with a standard keyboard layout, will appreciate the two simple views available – Simple and Simple Caps. In both of these views, the letters are arranged in alphabetical order, followed by digits 0 through 9.



The right mouse button

Press the right mouse button on the pen tray to have your next press on the screen recognized as a right-click.

A graphic in the bottom right of your screen will appear to remind you that your next press will be registered as a right-click.



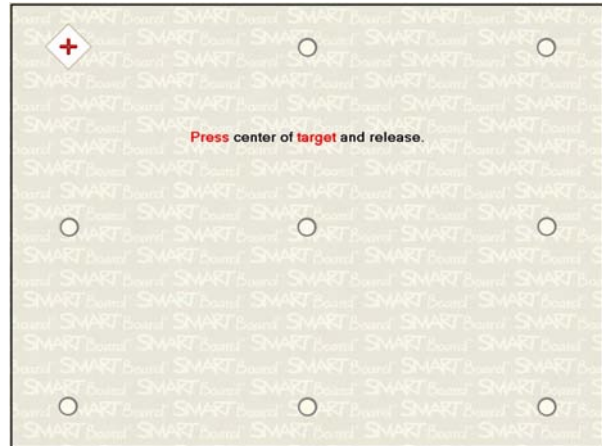
TIP: Instead of pressing the right mouse button, press and hold on the area of the screen where you would like to make a right-click. After a few seconds of pressing and holding the area, the right-click menu will appear.

Orienting your SMART Board interactive whiteboard

Orientation ensures your touch is registered accurately when you are using the interactive whiteboard.

If you are touching an icon and your cursor appears somewhere other than where you are pressing, try orienting the interactive whiteboard. After orientation, your cursor should appear wherever you are touching the interactive whiteboard.

To launch the Orient function, press and hold the keyboard button and the right mouse button simultaneously until the Orientation screen appears.



The Orientation screen

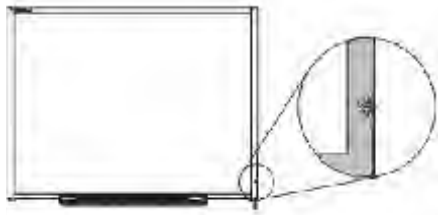
The Help button

If the pen tray features a help button, press it to launch the *Help and Support for Your SMART Board Interactive Whiteboard* dialog box. The dialog box provides one-touch access to information that will help you answer almost any question relating to your SMART product.



The Ready Light

Your SMART Board interactive whiteboard includes a Ready Light that indicates the status of your interactive whiteboard.



Color of Ready Light	Status
Not lit	<ul style="list-style-type: none"> The interactive whiteboard does not have power Check the USB cable connections
Solid green	<ul style="list-style-type: none"> The interactive whiteboard is successfully communicating with the SMART Board software on the computer
Flashing green	<ul style="list-style-type: none"> The SMART Board driver isn't installed. Or if it's installed, it isn't running. Verify that the driver is installed, and if it isn't, install it. If the Ready Light continues to flash green, you may want to contact your support representative for assistance
Solid red	<ul style="list-style-type: none"> The interactive whiteboard has power, but it is not communicating with the computer During the initial powering up or power reset, you will see the Ready Light turn red for a moment This <i>brief</i> red illumination is normal
Flashing amber	<ul style="list-style-type: none"> Occurs only when you are updating firmware using SMART's Firmware Flashing Wizard This is normal
Solid amber	<ul style="list-style-type: none"> Problem state Try resetting the interactive whiteboard by disconnecting and then reconnecting the USB cable at the interactive whiteboard end

Writing notes

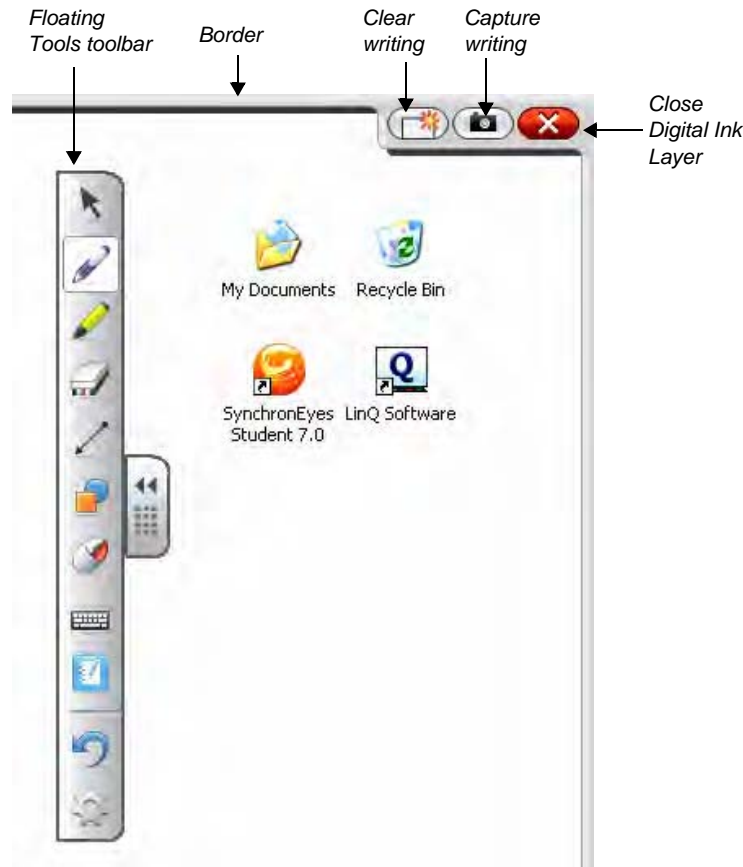
Make notes or drawings by removing a pen tool from the pen tray and writing on the surface of the interactive whiteboard.

The Digital Ink Layer



When you remove a pen tool from the pen tray, a border appears around your desktop, and the Floating Tools toolbar launches. If it does not launch immediately, press the SMART Board™ icon located in the Windows Notification Area at the bottom right of your screen. Choose **Show Floating Tools...** from the menu.

The border indicates the Digital Ink Layer is in place, and you can write on the desktop just as you would write on a transparent sheet. The Digital Ink Layer and its visible border remain in place until all pen tools and the eraser have been returned to the pen tray and you touch the board.



Your first touch on the board, after returning all the pen tray tools, will bring up a menu with options for capturing your writing. If you wish to hide this menu in the future, click **Ink Layer Options...** and select the **Close ink layer with pointer** checkbox.

To save an image of the screen on which you were writing into a new Notebook page, choose **Save Ink**. To clear the writing but keep the Digital Ink Layer in place, choose **Clear Ink**. To remove the Digital Ink Layer and clear the writing, choose **Close Ink Layer**.

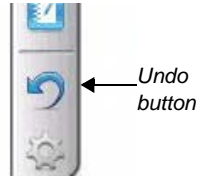


Restoring your notes and drawings

If you accidentally clear your ink, you can restore your notes and drawings by pressing the **Click here to restore ink** icon, located in the lower right of the screen. You can then use the **Capture writing** button to save your notes.

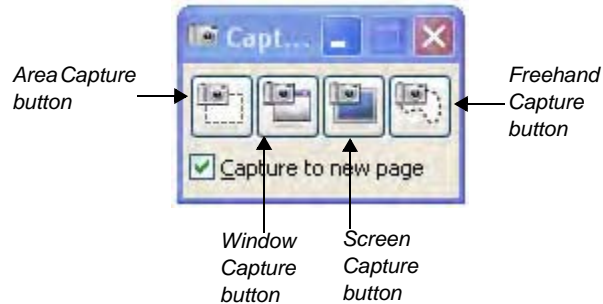


If you do not see the **Click here to restore ink** message or don't reach it before it disappears, press the **Undo** button in the Floating Tools toolbar to restore your notes and drawings.



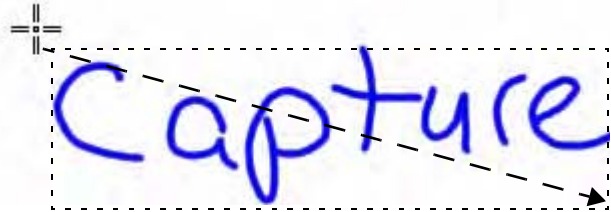
Advanced feature – Capturing your notes and drawings

If you wish to capture a specific area of your screen, press the SMART Board icon located in the Windows Notification Area at the bottom right of your screen. Choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture Toolbar.



To capture an area of your desktop, follow these steps:

- 1 Press the **Area Capture** button on the Floating Tools toolbar. The Area Capture tool will appear.
- 2 Press on any corner of the area you wish to capture and, continuing to press, drag the selection box until it surrounds the entire area
- 3 Release your press and your selection will be captured as a graphic into Notebook software. If Notebook software is not already open, it will open automatically when you capture a portion of your screen. Save your Notebook file by selecting **File > Save**.



Review questions: Getting started

1 Name the three components required to operate a SMART Board interactive whiteboard.

2 How do you know when the interactive whiteboard is ready to be used?

3 Circle the pen-tray button that launches the On-Screen Keyboard.



4 Describe one way to begin the orientation process.

5 How do you right-click on the interactive whiteboard?

6 Name two ways to restore writing that was cleared when you closed the Digital Ink Layer.

Review answers: Getting started

- 1** Name the three components required to operate a SMART Board interactive whiteboard.

Interactive whiteboard
Computer
Projector

- 2** How do you know when the interactive whiteboard is ready to be used?

The Ready Light is a steady green.

- 3** Circle the pen-tray button that launches the On-Screen Keyboard.



- 4** Describe one way to begin the orientation process.

Press and hold the keyboard button and the right-mouse button on the pen tray simultaneously.

- 5** How do you right-click on the interactive whiteboard?

Press the right mouse button on the pen tray to have your next press on the interactive whiteboard recognized as a right-click.



- 6** Name two ways to restore writing that was cleared when you closed the Digital Ink Layer.

Press the Undo button on the Floating Tools toolbar.
Press the Click here to restore ink icon in the lower right of the screen.

Hands-on practice: Basic functionality

Your school or company has just moved one of your SMART Board interactive whiteboards into a new room because you were unable to access the Internet from the old location. You will be the first person to use it in the new environment and will be showing everyone how to use it and the Internet together.

You have learned through experience that whenever a piece of technology gets moved, it's a good idea to test it before you deliver a lesson or presentation. The computer, interactive whiteboard and projector appear to be working properly when you turn everything on. However, when you double-press the Internet browser icon on your desktop, your cursor appears a few inches away from your finger press.

Orienting your SMART Board interactive whiteboard

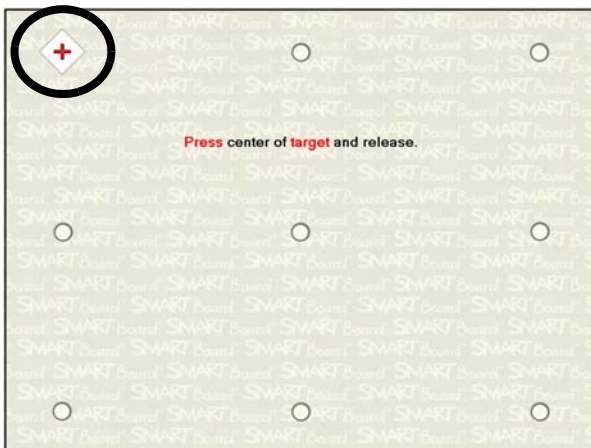
You remember that when the projector or interactive whiteboard moves location, you should orient the board. This action will tell the computer where the image of the desktop is being displayed on the surface of the interactive whiteboard.

- 1 To orient the interactive whiteboard, press and hold the **keyboard** button and the **right mouse** button simultaneously until the Orientation screen appears



Pen-tray buttons

- 2 Begin the orientation process at the upper-left corner of the Orientation screen. Press your finger or pen tool firmly on the center of each cross in the order indicated by the white, diamond-shaped graphic.



The Orientation screen

NOTE: The point is registered when you remove your finger, not when you first touch the Orientation screen.

Testing basic functionality

It's a good idea to test the basic functionality of your interactive whiteboard to ensure all the applications you will be using to deliver your lesson or presentation are working properly.

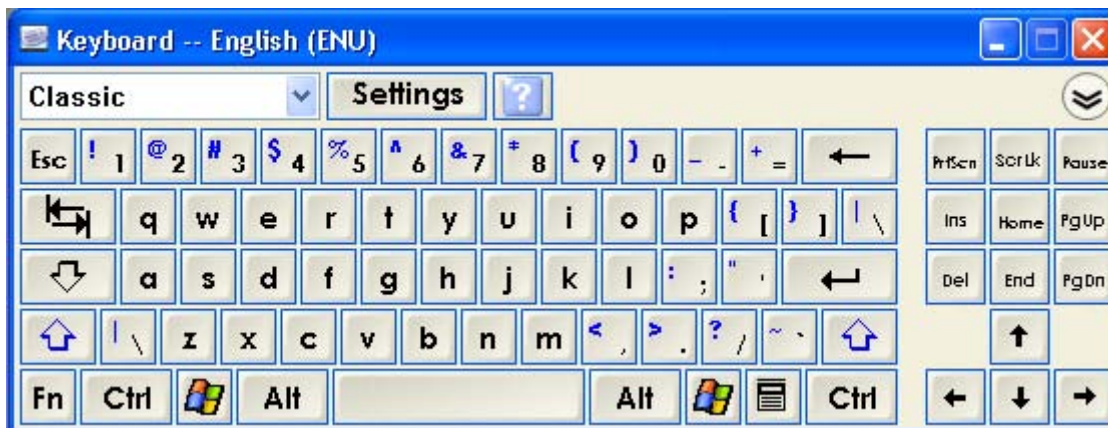
- 1 Using your finger, double-press on the Internet browser icon (e.g., Internet Explorer®) to launch the Internet
- 2 Press the **On-Screen Keyboard** button on the SMART Pen Tray



- 3 Press once inside your Internet browser's address bar to select the website address



- 4 Using the On-Screen Keyboard, type *www.google.com*



NOTE: The On-Screen Keyboard is a single point of contact. Touch-typing or keystroke combinations are not possible.

- 5 Press the **Go** button beside your Internet browser's address bar



- 6 Pick up a pen tool from the pen tray. The Digital Ink Layer will appear, as shown by a visible border around the desktop. The border indicates you can write on the desktop, and it remains in place until you close it or navigate to a different application.



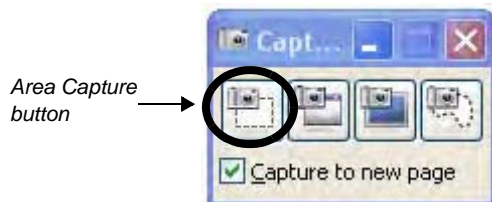
- 7 Using a pen tool, circle the browser's Back button
- 8 Return the pen tool to the pen tray, and touch the interactive whiteboard once. Choose **Clear ink** from the menu to erase your ink. Press the **Click here to restore ink** icon at the bottom right of the screen to bring the circle back.



You have now confirmed that you can clear your notes by touching the interactive whiteboard, then restore your notes by pressing the **Click here to restore ink** icon.

- 9 To ensure you will be able to capture and save important information for a future lesson or presentation, launch the Screen Capture toolbar by pressing the SMART Board icon located in the Windows Notification Area at the bottom right of your screen. Choose **Other SMART Tools... > Screen Capture Toolbar...** from the menu.

- 10 Press the **Area Capture** button



- 11 Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the circle around your browser's Back button. Release your press to capture the image to Notebook software.



NOTE: Notebook software will open automatically, and your notes and background will be saved to a new Notebook page.

- 12 Clear the circle from your browser's Back button
- 13 Select the unsaved Notebook file from the taskbar to view your captured image in Notebook software. Select **File > Save** to save your notes for future reference.



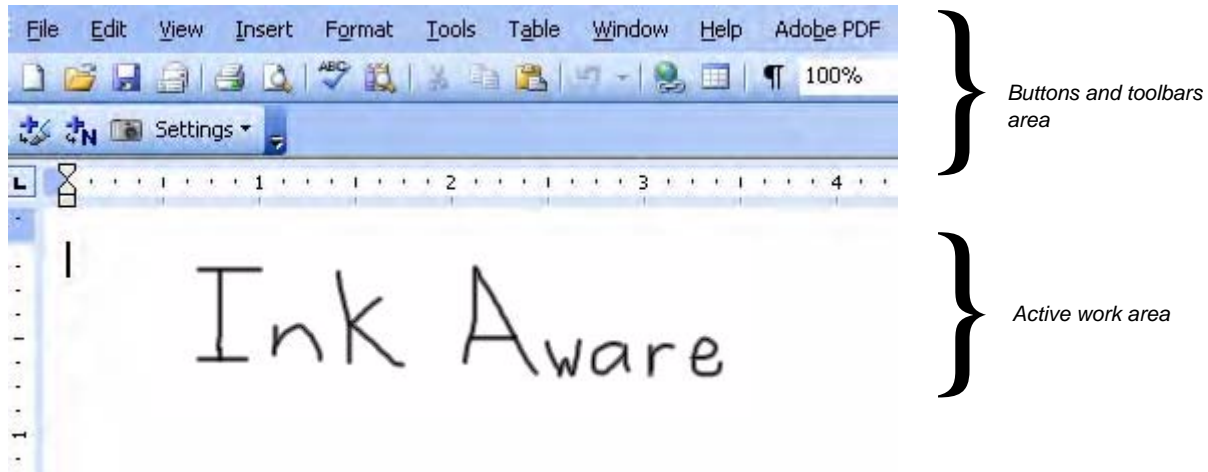
Working with Ink Aware applications

What is Ink Aware?

When software is Ink Aware, you can write and draw directly into the active file. For example, if you write a note or draw something while using Microsoft® Word software, you can save your Word file and your notes will be visible the next time you open it.

How do Ink Aware applications work?

Ink Aware applications recognize which area of the software is the active work area and which area is used for buttons and toolbars.



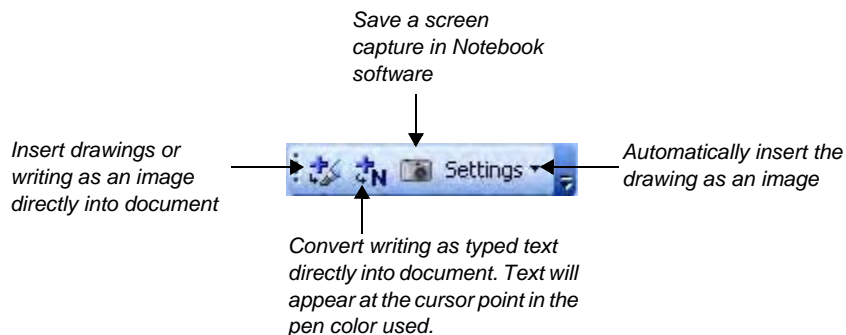
Which applications are Ink Aware?

Microsoft Office	Microsoft Word, Microsoft Excel®, OpenOffice Calc, OpenOffice Writer
Graphic applications	CorelDRAW®, OpenOffice DRAW, Microsoft Imaging, Corel® Grafigo™ 2, Microsoft Paint®, ArcView, Autodesk® DWF Composer 2.0, Volo® View Express
Presentation applications	Microsoft PowerPoint®, Corel Presentations™, Microsoft Office Live Meeting, Microsoft NetMeeting® 2.0/2.1/3, OpenOffice Impress
Other applications	AutoCAD®, AutoVue™ Professional, Microsoft Windows® Journal, Microsoft Office OneNote®, Microsoft Visio®, Adobe® Acrobat® Professional 6.0/7.0/8.0

This section will focus on the most commonly used applications – Microsoft Word, Excel and PowerPoint.

Microsoft Word and Excel software

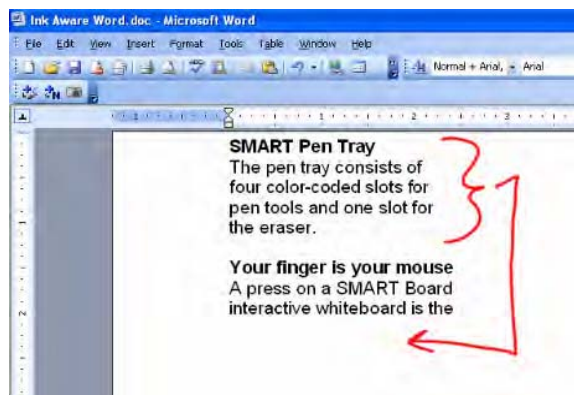
When using Word or Excel software with your SMART Board™ interactive whiteboard, you will notice four buttons. They may be integrated with the application toolbar or separated as a floating toolbar.



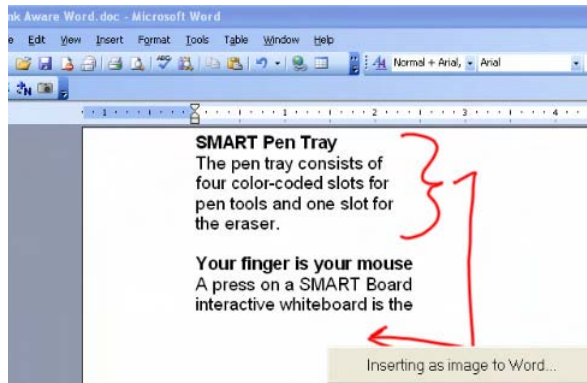
If you do not see this toolbar, select **View > Toolbars > SMART Aware Toolbar**.

Word example: Pressing the **Insert as Image** button

Before you press the button, the image is not part of the Microsoft Word document. It can only be seen on the interactive whiteboard.



Press the button and the image becomes part of the Microsoft Word document.



Excel example: Pressing the **Insert as Text** button

Before you press the button, the image is not part of the Excel software file. It can only be seen on the interactive whiteboard.

A screenshot of the Microsoft Excel application window titled 'Microsoft Excel - Ink Aware Excel.xls'. The table shows budget requests and expected costs. A red '1000' is written on the whiteboard next to the 'Professional development' row.

	A	B	C	D
1	Budget requests		Expected costs	
2				
3	Technology upgrades		\$10,000	
4	Professional development			
5	Resource library			
6	Staff hires			
7				
8				
9				

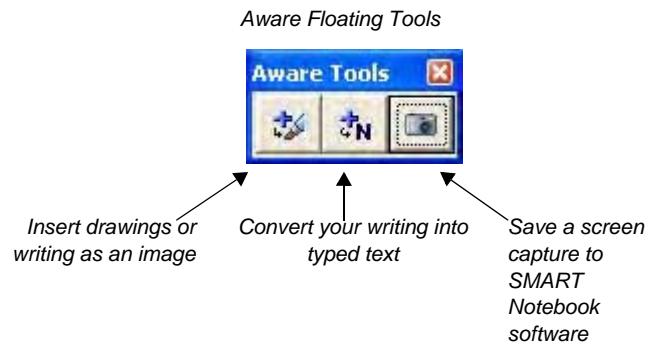
Press the button and the text becomes part of the Excel software file.

A screenshot of the Microsoft Excel application window titled 'Microsoft Excel - Ink Aware Excel.xls [Read-Only]'. The text from the previous screenshot is now inserted into the 'Expected costs' column for the 'Professional development' row.

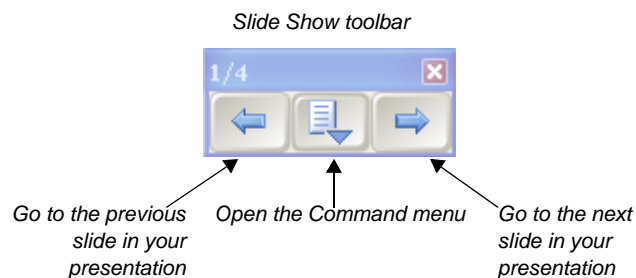
	A	B	C	D
1	Budget requests		Expected costs	
2				
3	Technology upgrades		\$10,000	
4	Professional development		\$1,000	
5	Resource library			
6	Staff hires			
7				
8				
9				

Microsoft PowerPoint software

When you work with PowerPoint software in Normal view on an interactive whiteboard, you can save your hand-written notes as images or text and save screen captures to SMART Notebook software, just as you can when using Microsoft Word or Excel software. Ink Aware features can be accessed through the Aware Floating Tools, which launches when you pick up a pen tool to write notes or make drawings. Note that you will only see this toolbar when you are in Normal view.



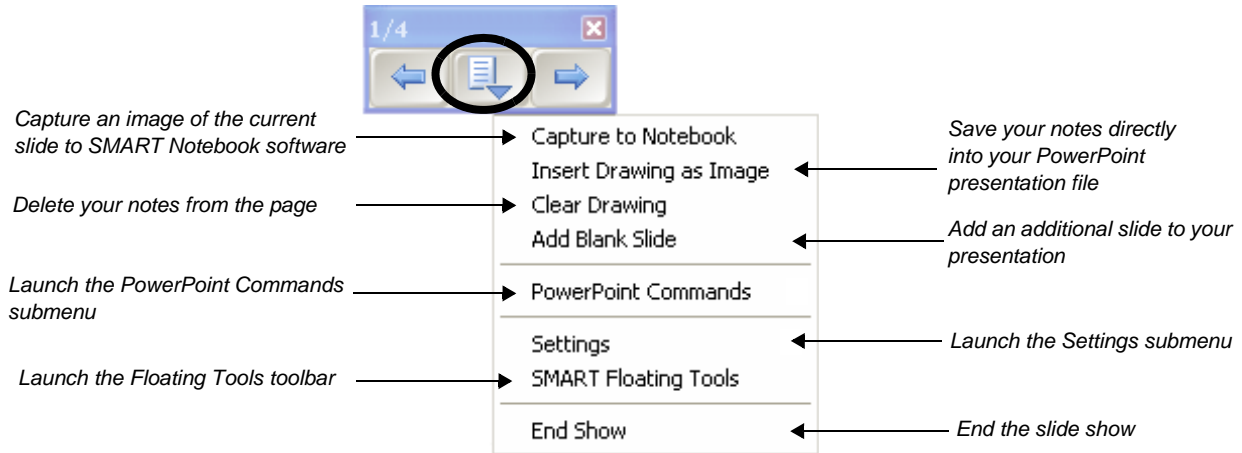
When you present with PowerPoint software on an interactive whiteboard, you can also save your notes as images and save screen captures to SMART Notebook software. Ink Aware applications can be accessed through the Slide Show toolbar, which launches when you enter Slide Show view. Note that you will only see this toolbar when you are in Slide Show view.



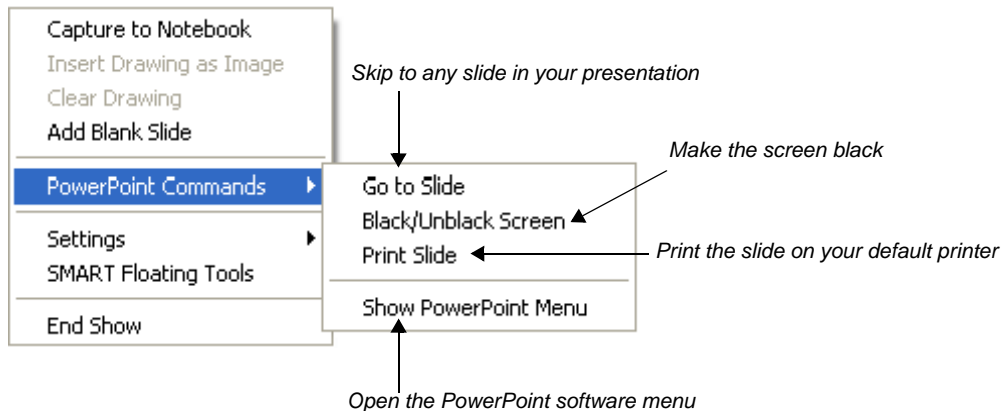
TIP: You can go to the next slide of a PowerPoint software presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.

The Command menu

Press the center button on the Slide Show toolbar to launch the Command menu.

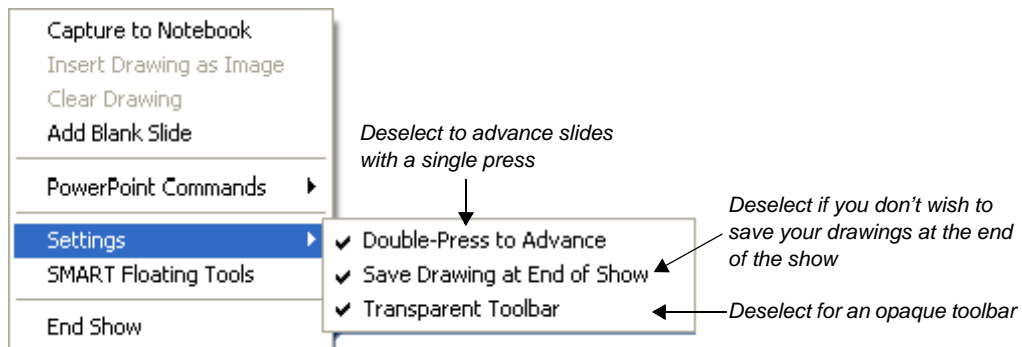


PowerPoint Commands submenu



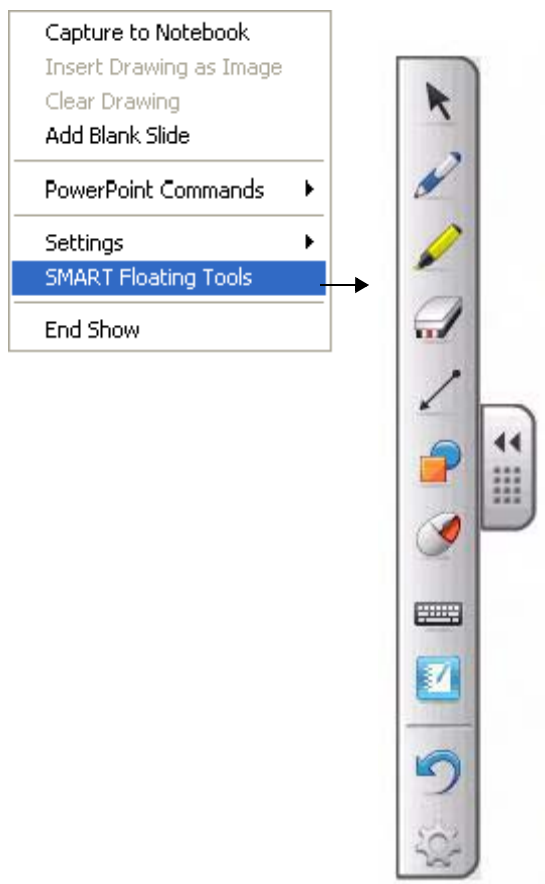
TIP: Use the **Black/Unblack Screen** command when you would like to draw the attention of your class or audience away from the screen and to the presenter. Press twice in rapid succession anywhere on the screen to resume your slide show exactly where you left off.

Settings submenu



SMART Floating Tools toolbar

The Windows Operating System taskbar and notification area are hidden when you are presenting a PowerPoint software slide show. You can still launch the Floating Tools toolbar by selecting **SMART Floating Tools** from the Command menu.



TIPS:

- 1 Use the Ink Aware toolbar buttons to convert your notes directly in Microsoft Word and Excel software
- 2 The Slide Show toolbar in PowerPoint software allows you to control a PowerPoint software presentation while you are at your SMART Board interactive whiteboard
- 3 You can launch the Floating Tools toolbar during a PowerPoint software slide show by selecting **Slide Show Toolbar > Command Menu > SMART Floating Tools**

Review questions: Ink Aware

- 1 Describe the function of each of the buttons on the Ink Aware toolbar that appears in Microsoft Word software.
- 2 Describe how to insert digital ink as text into a selected cell of an Excel software spreadsheet.
- 3 Describe how to save writing on a PowerPoint slide into SMART Notebook software when in Slide Show view.
- 4 Describe how you would save your notes and drawings to PowerPoint software files.

Review answers: Ink Aware

1 Describe the function of each of the buttons on the Ink Aware toolbar that appears in Microsoft Word software.

- **Insert as Image:** Inserts notes as an image into the document or spreadsheet
- **Insert as Text:** Converts notes into typed text and inserts them into the document or spreadsheet
- **Capture to SMART Notebook:** Captures the visible active work area into SMART Notebook software
- **Settings** allows drawings to be automatically inserted into the document as an image

2 Describe how to insert digital ink as text into a selected cell of an Excel software spreadsheet.

To save digital ink as text, press the **Insert as Text** button on the Ink Aware toolbar

3 Describe how to save writing on a PowerPoint slide into SMART Notebook software.

Press the center button on the three-button Slide Show toolbar and select **Capture to Notebook**. Both the slide and the notes will be captured as an image to SMART Notebook software.

4 Describe how you would save your notes and drawings to PowerPoint software files.

Press the center button on the three-button Slide Show toolbar and select **Insert Drawing as Image**.

If you do not save your notes and move forward to the next slide, you will be prompted to save your notes when you end the slide show. This option can be deselected in the Settings submenu.

Hands-on practice:

Ink Aware and Microsoft Word software in the classroom

Before you start

Before you begin your class, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented.

This hands-on practice assumes you have a basic understanding of the Microsoft Windows operating system.

Preparation

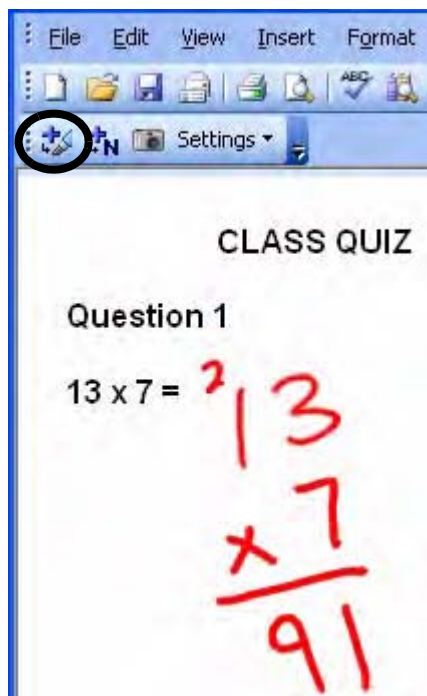
Create a short, two-question quiz. In a real-world example, you would open a quiz prepared in advance.

- 1 Open a blank document in Word
- 2 Type a mathematical equation using your computer's keyboard – for example, $13 \times 7 =$. Press the **Enter** key several times to give your students space to show their work.
- 3 Type *Complete the following sentence with either "quick" or "quickly."* Press the **Enter** key twice, then type *When excited, she spoke very*

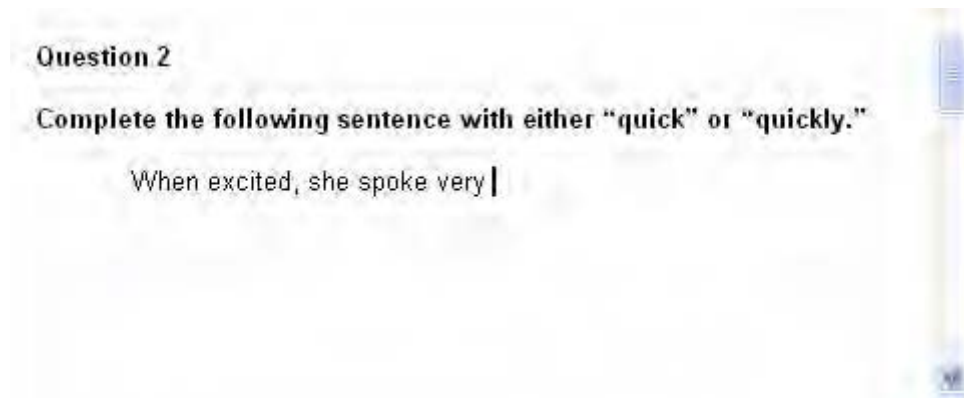
Using Ink Aware in the classroom

Your class has just completed the quiz you created in Word. Now you would like to review the answers as a group.

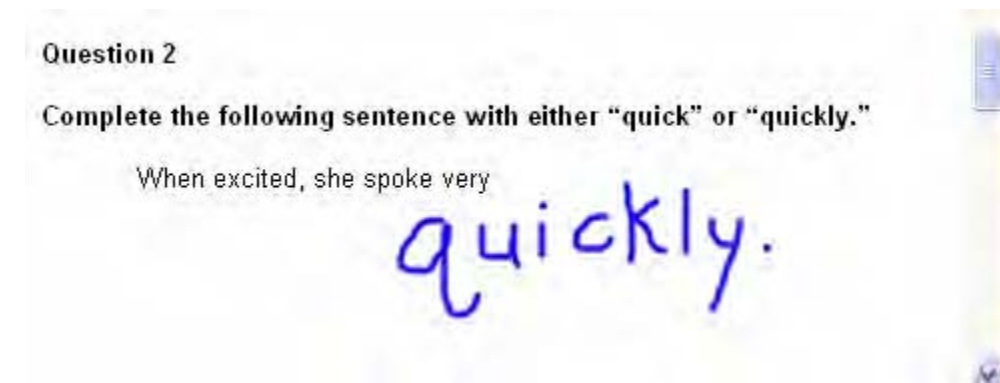
- 1 Use a pen tool from the SMART Pen Tray to demonstrate how to arrive at the correct answer on the interactive whiteboard. Put the pen tool back in the pen tray, and press the **Insert as Image** button to add the answer to your Word file.



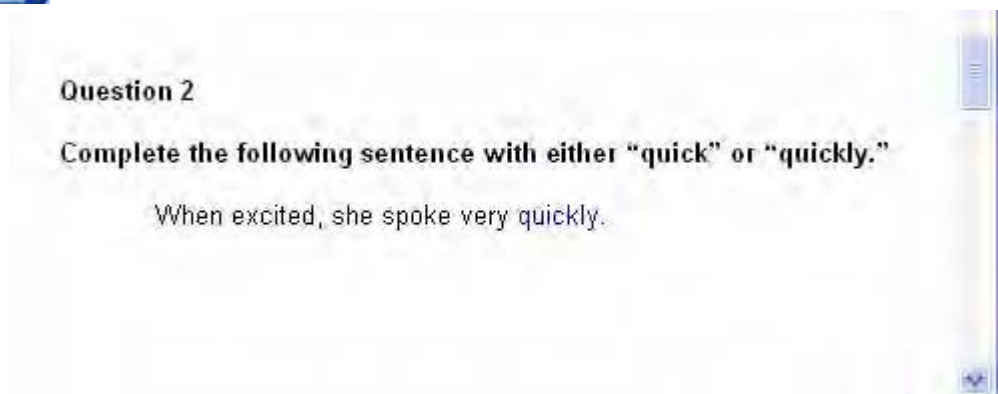
- 2 Move to the next quiz question. Discuss with your class when to use the word *quick* versus *quickly* in the sentence.
- 3 Touch the interactive whiteboard to place the cursor at the end of the sentence



- 4 Use a pen tool from the pen tray to write the correct answer on the interactive whiteboard



- 5 Press the **Insert as Text** button to convert the correct answer to text. The text will appear at the cursor point in the pen color used.



- 6 Save your document in Word. Now you can e-mail or print copies and distribute the answers to your students.

Hands-on practice:

Ink Aware and Microsoft Excel software in the office

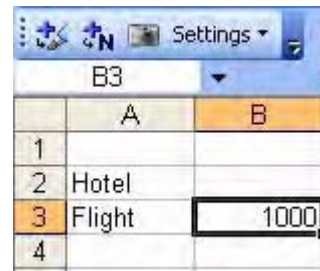
Before you start

Before you begin your class, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented.

This hands-on practice assumes you have a basic understanding of the Microsoft Windows operating system.

Preparation

- 1 Open a blank spreadsheet in Excel software
- 2 Type *Hotel* in cell A2 on your computer's keyboard
- 3 Type *Flight* in cell A3
- 4 Type *1000* in cell B3

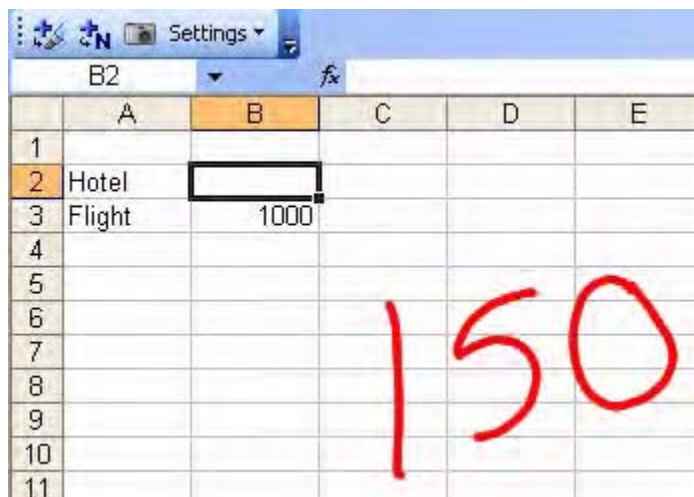


	A	B
1		
2	Hotel	
3	Flight	1000
4		

Using Ink Aware in the office

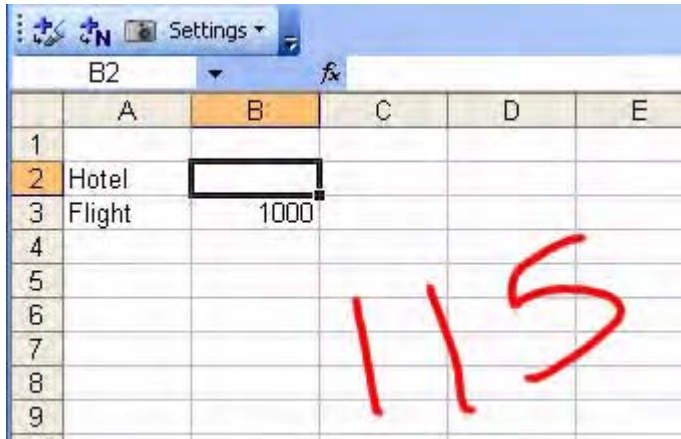
Assume you and your colleagues are attending a conference in the near future. As a group, you prepared a travel request outlining the anticipated expenses. This request will be presented to the accounting department for approval.

- 1 One group member states the hotel will cost \$150 per night. Press the cell in the spreadsheet to highlight the cell in which the cost will be placed. Pick up a pen tool from the SMART Pen Tray and write *150* on the interactive whiteboard.



	A	B	C	D	E
1					
2	Hotel				
3	Flight	1000			
4					
5					
6					
7					
8					
9					
10					
11					

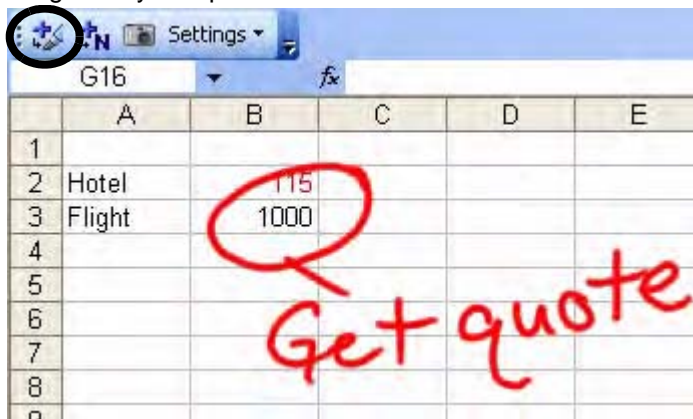
- Another group member declares the corporate rate for the hotel is only \$115 per night. Put the pen tool back in the pen tray and press once on the interactive board to remove 150. Then, press the cell in the spreadsheet into which the new cost will be placed. Write 115.



- Press the **Insert as Text** button to add the hotel rate into the highlighted cell. Your text is inserted into the spreadsheet and will appear in the pen color used.



- Finally, your team lead suggests that you get a minimum of three price quotes for the flight. Circle the flight cost in cell B3 and write *Get quote*. Press the **Insert as Image** button to insert your note as an image into your spreadsheet.



- Save your spreadsheet as an Excel software file. Now you can update the travel request with your group's notes and e-mail it to the accounting department for approval.

Hands-on practice: Using Microsoft PowerPoint software on a SMART Board interactive whiteboard

Before you start

Before you begin, ensure that your computer is turned on and the SMART Board interactive whiteboard is connected and oriented.

This hands-on practice assumes you have a basic understanding of the Microsoft Windows operating system.

Preparation

Assume your supervisor has requested a brief presentation on the topic of productivity in the office. The preliminary work on your presentation requires you to incorporate feedback and suggestions from your colleagues. The final presentation will be presented to your supervisor.

A sample PowerPoint software file is available at www.smarttech.com/media/trainingcenter/samplepresentation.ppt for this lesson. If this file opens in your Web browser, save it to your desktop and then reopen it.

Alternatively, open an existing PowerPoint software presentation saved on your computer. The steps in this hands-on practice will still be applicable to you when using your own presentation with an interactive whiteboard.

Presenting on an interactive whiteboard

- 1 Select **View > Slide Show** to begin your presentation. The Slide Show toolbar automatically appears so you can navigate between slides.
- 2 Press the **Next Slide** button on the Slide Show toolbar to move forward one slide. Then press the **Previous Slide** button to move back one slide.

TIP: You can go to the next slide of a PowerPoint software presentation by pressing twice on the interactive whiteboard, making the second press to the right of the first. To go to the previous slide, make the second press to the left of the first.



Company Strategies

Bringing full productivity to your organization



Press twice. A second press to the right will move to the next slide.



Company Strategies

Bringing full productivity to your organization



Press twice. A second press to the left will move to the previous slide.

- 3 Advance the slide show by pressing twice on the interactive whiteboard, remembering to make the second press to the right of the first
- 4 For emphasis, you want to draw your audience's attention to the items listed on your PowerPoint slide. Pick up a pen tool from the SMART Pen Tray and place a check mark beside each point as you discuss it with your colleagues.

The Hidden Productivity Problem

- What infrastructure do you have at workstations?
 1. Computers ✓
 2. Network connections ✓
 3. Software ✓
- With these tools, people stay productive

SMART Technologies

- 5 After the discussion, you decide to remove the check marks. Return the pen tool to the pen tray and touch the interactive whiteboard once with your finger to clear your notes.
- 6 Use the Slide Show toolbar, or press twice on the interactive whiteboard to advance to the next slide
- 7 Your colleagues take an interest in the statistics you referenced on your PowerPoint slide and ask you to send them the source material. Record their request as a note to remind yourself to get back to them later. Pick up a pen tool from the pen tray and write *send source material*.

The Hidden Productivity Problem

- How long do people spend away from their desks per month?
- The average professional spends:
 - 40 hours in meetings and presentations each month*
 - 7 hours in training each month**

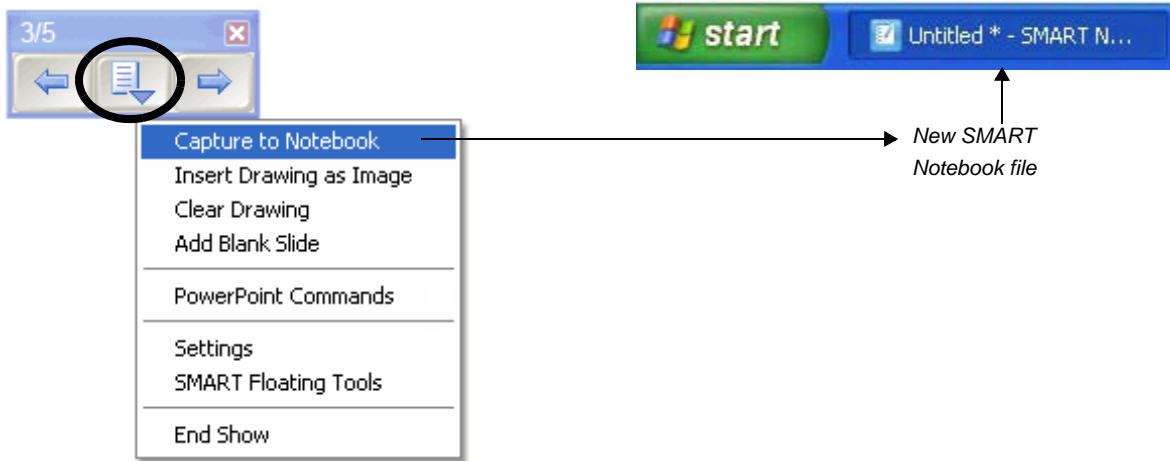
SEND SOURCE MATERIAL

* We've Got to Start Meeting Like This (Mosvick & Nelson) ** U.S. Dept. of Labor (www.bls.gov)

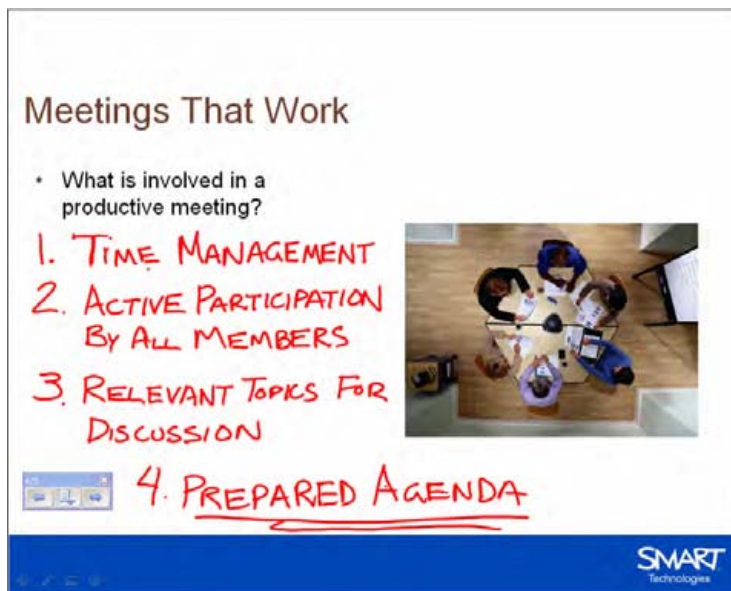
SMART Technologies

- 8 Return the pen tool to the pen tray

- 9 Since you want to follow up on your note, but you don't want to save it as a permanent part of your presentation, press the **Menu** button on the Slide Show toolbar and select **Capture to Notebook** from the drop-down menu. SMART Notebook software will open automatically and an image of your PowerPoint slide with your written reminder will be inserted into a new SMART Notebook file.

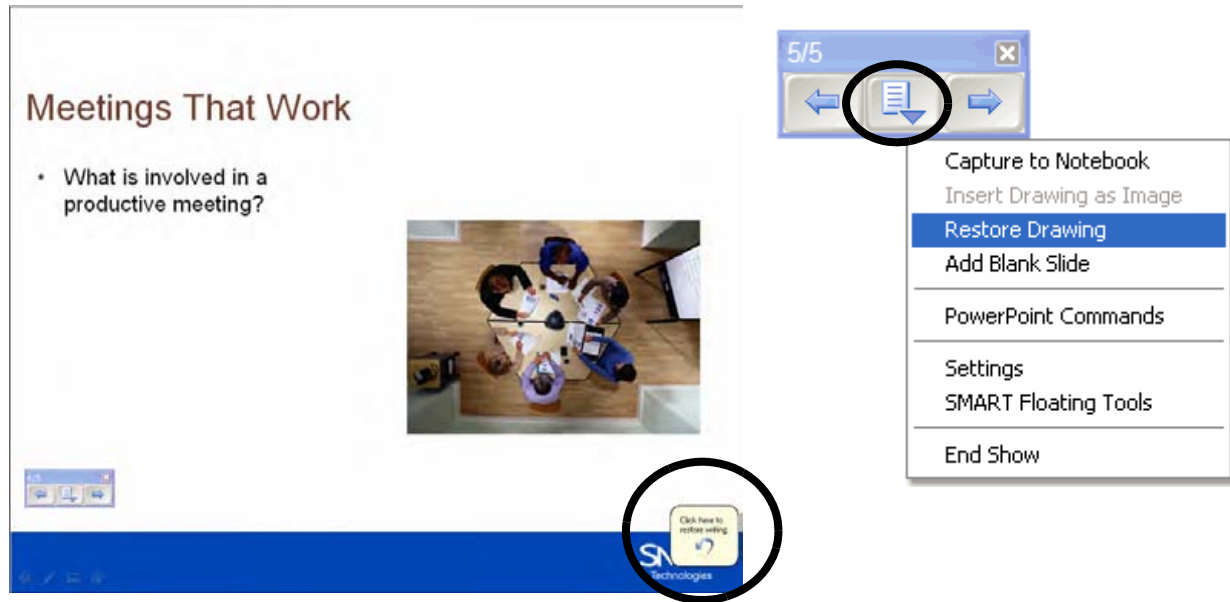


- 10 Now that your reminder has been captured to SMART Notebook software, press once on the interactive whiteboard to erase your note from your PowerPoint software presentation. Advance to the next slide.
- 11 The next slide in your presentation requires feedback from your colleagues. Pick up a pen tool from the pen tray, and record their suggestions.



- 12 Oops! After putting the pen tool back in the pen tray, you accidentally erased your notes. What if you had wanted to save that information?

Before you pick up the pen tool again, press the **Click here to restore writing** icon that appears in the bottom-right corner of the screen. Your notes will reappear on the slide.



TIP: If the **Click here to restore writing** icon disappears from the interactive whiteboard, don't worry. Click the **Menu** button on the Slide Show toolbar and select **Restore Drawing**.

- 13 You are ready to end your presentation. Press the **Menu** button on the Slide Show toolbar and select **End Show** from the drop-down menu. Select **Yes** in the SMART Aware message box to add your notes to your PowerPoint software presentation.
- 14 Select **File > Save** to save your notes into your original presentation, or select **File > Save As** to save to a new PowerPoint software file. Close your presentation.
- 15 Now select the unsaved SMART Notebook file created earlier in the lesson. Select **File > Save** to save your notes for future reference.



Additional resources

What's next?

SMART supports your use of SMART products with a number of resources, including free training materials on the SMART website and a special online community for educators.

SMART's training center

SMART's training center is where you'll find additional training resources and support, including free training materials and online training sessions to help you effectively use the SMART products. Visit www.smarttech.com/trainingcenter.

Free training materials

The free training materials available from SMART's training center will help you gain practical experience with SMART products in addition to developing skills to deliver lesson activities on the SMART Board interactive whiteboard.

Quick references are simple one- or two-page overviews of the features of SMART Notebook software and other SMART products. They are formatted for printing, so you can keep them beside your computer or SMART Board interactive whiteboard to remind you of how to use some of the features.

Free online training sessions

SMART online training sessions are 30- to 45-minute computer and telephone conferences that offer a quick, no-cost overview of the basics of working with SMART products. Each session is led by a SMART trainer who uses SMART products every day. SMART's online training sessions are useful as a review and they give you an opportunity to ask questions.

The following are a few of the online sessions that SMART provides:

- SMART Board interactive whiteboard basics
- SMART Notebook software basics
- Senteo™ interactive response system
- Setting up your SMART Board interactive whiteboard
- SynchronEyes™ classroom management software

Visit <http://smarttech.com/trainingcenter/online/index.asp> for a full listing of online sessions.

We are always developing new, free online training offerings. Visit SMART's training center often to learn about the latest sessions.

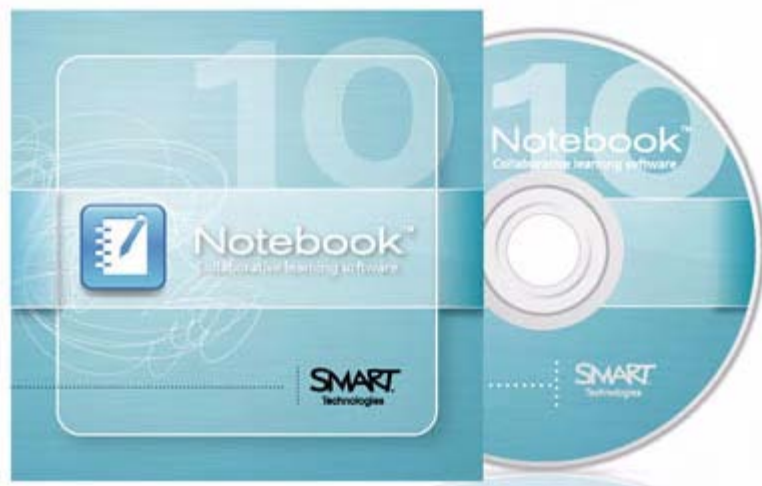
SMART support

SMART's support site offers a variety of product support options. Visit SMART's support site to download software, including SMART Notebook software, Senteo assessment software and SynchronEyes classroom management software. You'll find installation and user's guides, how-to and troubleshooting articles, solutions for your SMART product and answers to your questions. You can also use SMART's support site to contact technical support and to register your SMART product.

Visit www.smarttech.com/support.

SMART's software downloads

The latest versions and upgrades for SMART software are available on the software downloads section of www.smarttech.com. You can download SMART Notebook software and free trials for an assortment of other useful software at <http://www2.smarttech.com/st/en-US/Support/Downloads/default.htm>.



SMART's education solutions website

SMART's education solutions website is an online community where educators can share resources and ideas with other educators worldwide. The education solutions website is where you will find the following resources:

- **Free learning resources** for use with SMART products, including content collections, software applications and website resources
- **Hundreds of SMART Notebook software lesson activities** correlated to state and provincial curriculum standards
- **Professional development programs** to reward, recognize and support educators
- **Research** on the effectiveness of SMART Board interactive whiteboards in learning environments
- **Advice** for educators about using SMART products, integrating peripherals, mastering grant writing and evaluating technology

SMART's Teachers' Hub

SMART's Teachers' Hub – it has all the resources you need to get started.

Visit www.education.smarttech.com/Hub.

SMART accredited titles

Find a wealth of multimedia content and software to enhance your classroom environment on SMART's education solutions website. SMART accredits education titles based on their level of compatibility with SMART Board interactive whiteboards and SMART Notebook collaborative learning software.

SMART offers three levels of accreditation.



Ready This is the basic accreditation level for a software or content product, indicating that SMART has approved the title for use with its products.



Enabled Products at this level meet the requirements of the *Ready* level and are also integrated with SMART Board Tools. The integration enhances interactivity because it takes advantage of a digital ink feature called SMART Ink Aware.



Select Software and content products at this level meet all requirements of the *Enabled* level and are specifically designed for use on SMART Notebook software.

To access the list of accredited software programs and details on these programs, go to SMART's education solutions website and select **Educator resources > SMART accredited software**. Accredited software is categorized by subject and grade level, enabling you to quickly find software that meets your needs.

Session feedback

Please take a moment to complete this questionnaire in as much detail as possible. Your feedback is an integral part of improving our future training sessions. All comments are welcome.

Please choose the value that best represents your satisfaction level with the following, from the scale provided:

1 – Very dissatisfied 2 – Dissatisfied 3 – Satisfied 4 – Very satisfied

Your overall satisfaction with the following:

	1	2	3	4	n/a
Registration and booking process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure and design of the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pace of the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of the course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge you gained from the session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning resources provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands-on activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectiveness of the presenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please help us to improve our sessions by providing specific feedback on any parts of the session. This additional feedback will help us design future and reshape current SMART training offerings to better meet customer needs.

[illegible]

Thank you for taking the time to respond. We appreciate your feedback. If there are any questions or concerns not addressed here, please speak to your trainer or e-mail training@smarttech.com.